Featured Photo: Will change each time page is refreshed.

Allows citizens to submit their own photos. (Can be turned off)

Allows citizens to email link to their favorite photos.

People's Choice: Allows citizens to vote on their favorite photos and displays top 3 on main page.

Photo Gallery Main Page

With the Photo Gallery module you can:

- Create photo galleries and slideshows to show off your events
- Allow citizens to submit their own photos to you can publish them to the website
- Allow citizens to vote on their favorite photos to be displayed on main page
- Create an album cover for each album

Section 1: Creating / Adding a New Album

Access the Photo Gallery

1. Login to the Admin side of your website
2. Go to **Modules > Photo Gallery**
3. Click Add Album (Fig. 1-1)
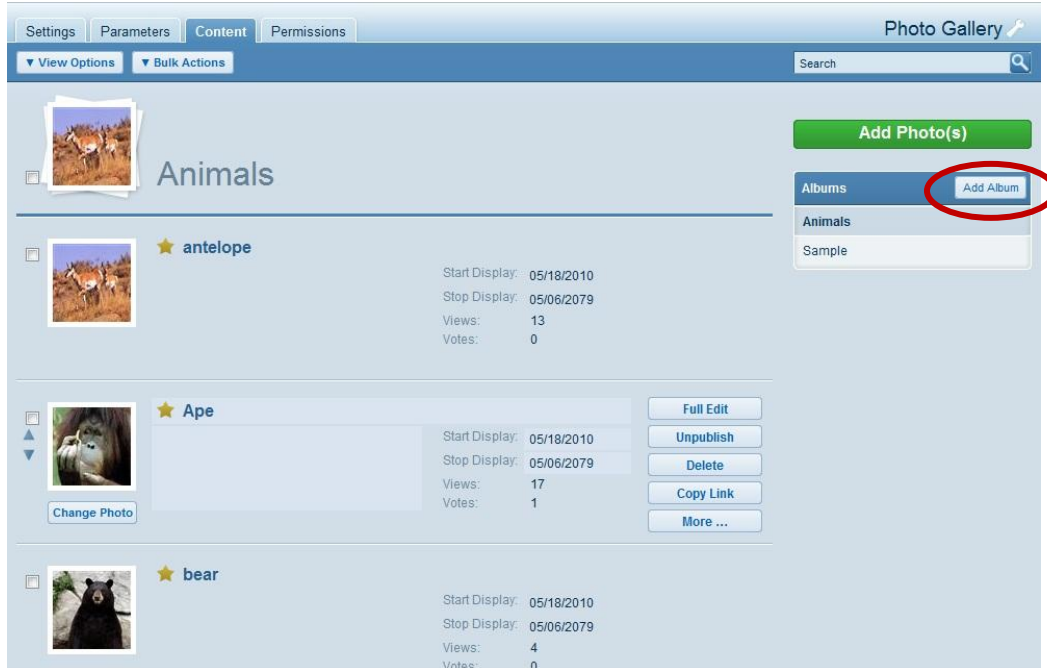
Fig. 1-1

4. Enter an Album Title
5. Assign your permissions
6. Click Show Additional Details
    a. Assign a Default Photo Credit for entire album
    b. Click on the check box to right-click protect your photos
7. Click Save and Publish

Section 2: Adding Photos to Album

Access the Photo Gallery Module

1. Login to the Admin side of your website
2. Go to **Modules > Photo Gallery**
3. Go to the album in which you wish to add photos
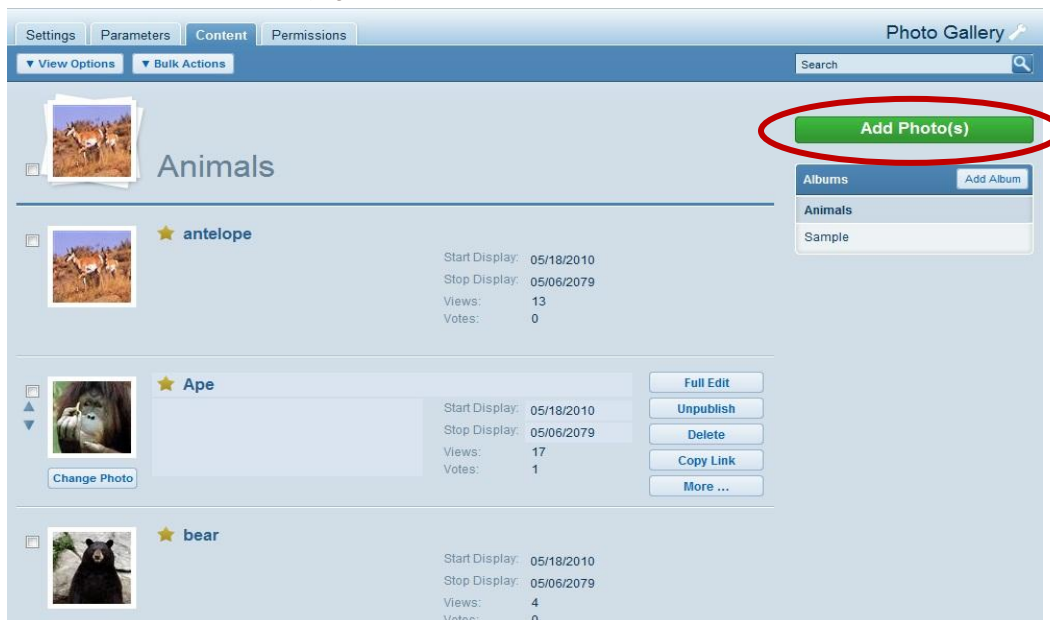4. Click the Add Photos button (Fig. 2-1)

Fig. 2-1

5. Click the Browse to button
6. Select the photo from your computer
7. Click Add more files if you wish to add more than 1 photo (Fig. 2-2)
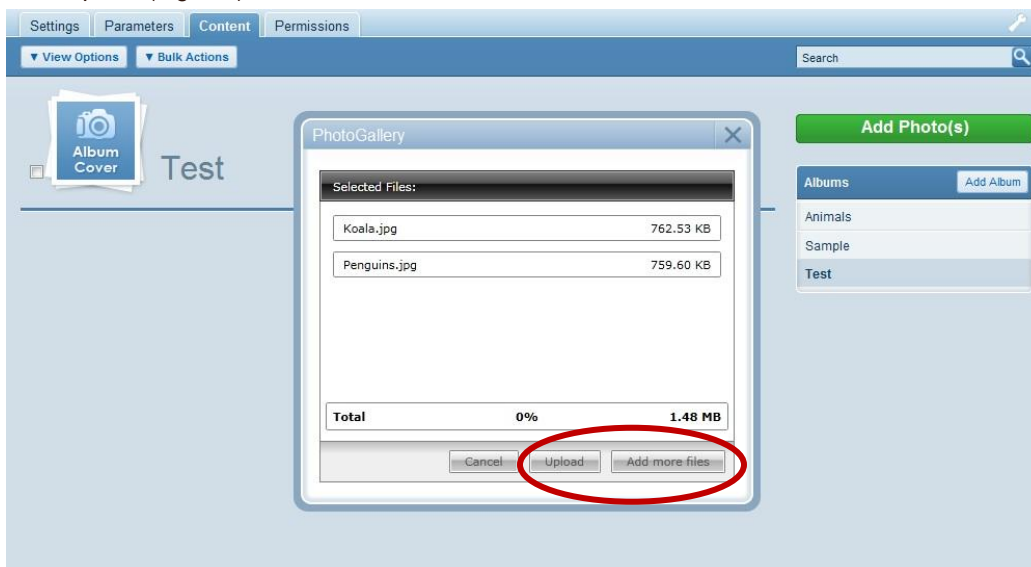8. Click Upload (Fig. 2-2)

Fig. 2-2

9. Click Save All

3

Section 3: Quick Edit Photos

Access the Photo Gallery Module

1. Login to the Admin side of your website
2. Go to **Modules > Photo Gallery**
3. Find the photo you wish to Quick Edit
4. Hover over the photo and click in the box you wish to edit (Fig. 3-1)
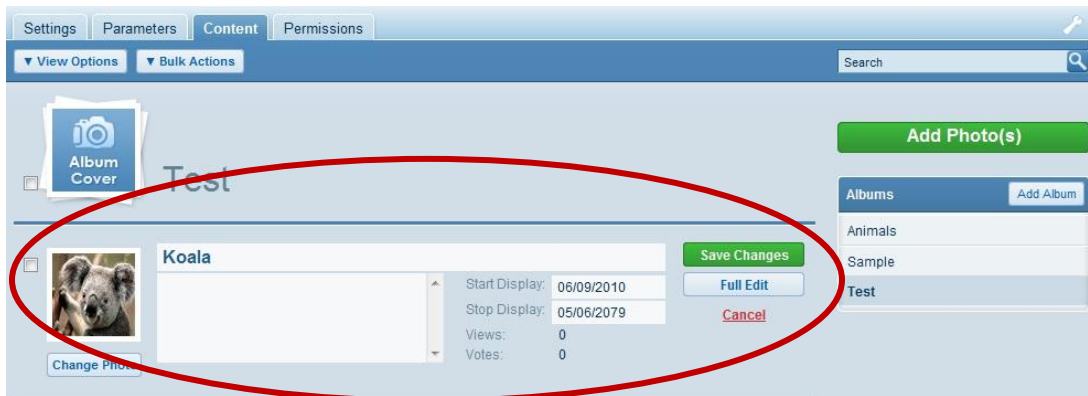

Fig. 3-1

5. Change the Title, Caption, Start Display, or Stop Display
6. Click Save Changes

Section 4: Full Edit Photos

Access the Photo Gallery Module

1. Login to the Admin side of your website
2. Go to **Modules > Photo Gallery**
3. Find the photo you wish to Full Edit
4. Hover over the photo and click the Full Edit button (Fig. 4-1)

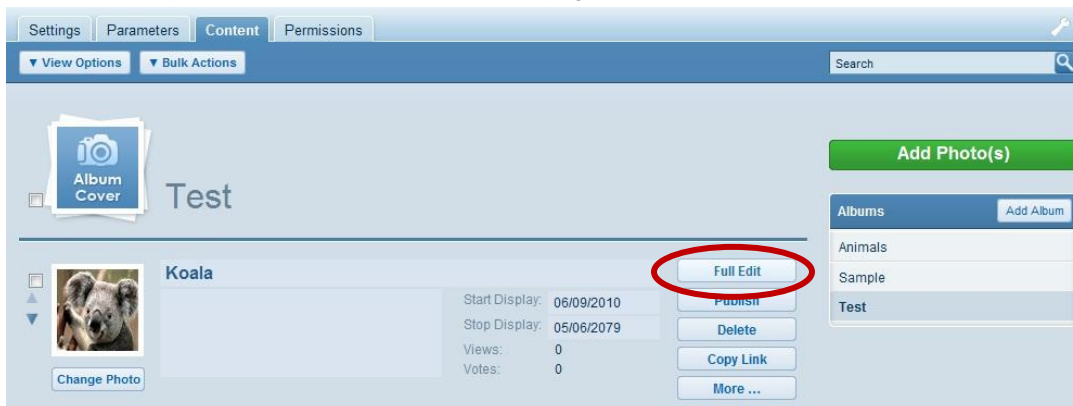**Fig. 4-1**

5. Enter the following information
   a. **Title:** The title of your photo
   b. **Upload Photo:** Upload a new photo
   c. **View Full Size:** View the full size version of the photo
   d. **Alternate Text:** Enter the alternate text for the photo to ensure ADA compliance
   e. **Caption:** Enter a caption for your photo

  f. **Photo Credit:** Enter the photographer credit for the photo

  g. **Featured:** Click the checkbox to feature the photo

    i. Note: Only Publishers and Owners can feature a photo

  h. Click Show Additional Details

    i. **Link:** Insert a Alternate Link for your photo

    ii. **Display:** Insert a start and end date for your photo

6. Click either Save Changes or Save and Publish

Section 5: Delete a Photo

Access the Photo Gallery Module

1. Login to the Admin side of your website
2. Go to **Modules > Photo Gallery**
3. Find the photo you wish to delete
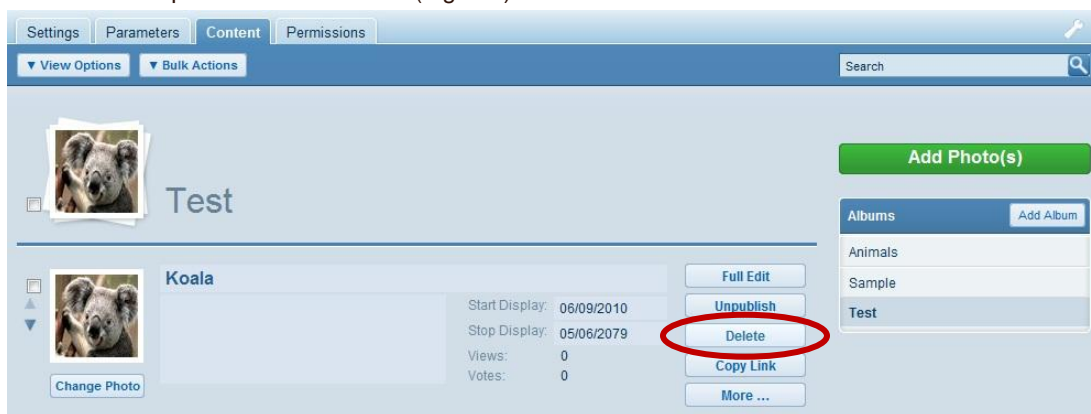4. Hover over the photo and click Delete (Fig. 5-1)

Fig. 5-1

Section 6: Delete a Album

Access the Photo Gallery Module

1. Login to the Admin side of your website
2. Go to **Modules > Photo Gallery**
3. Go to the album you wish to delete
4. Hover over the category and click Delete (Fig. 6-1)
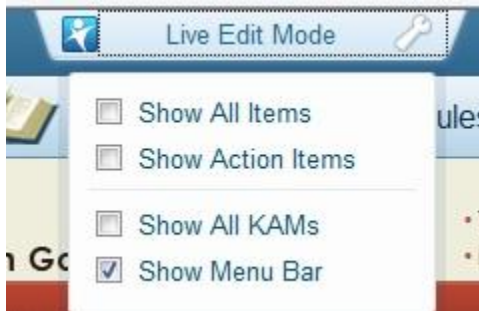
Fig. 6-1

Section 7: Live Edit

Access Live Edit
1. Login to the Admin side of your website
2. Select the KAM icon by selecting Modules > Photo Gallery KAM icon (Fig. 7-1)

Fig. 7-1

3. By selecting the KAM icon this will flip you to the public side of the Photo Gallery Module. At the top of the page you will see a tab call Live Edit Mode. (Fig. 7-2)

Fig. 7-2

Section 8: Adding a Photo Using Live Edit

Access Live Edit (**See Section 7 for Steps**)
1. Find the album you want to add your photo
2. Select the KAM icon and select the Add Item button (Fig. 8-1)

Fig. 8-1

3. Follow **steps 4-6 in Section 4** for information about the fields.

Section 9: Editing a Photo Using Live Edit

Access Live Edit (<u>See Section 7 for Steps</u>)

1. Find the photo you wish to edit
2. Select the KAM icon to display your editing options (Fig. 9-1)

Fig. 9-1

- **Modify** – Change the photo or any other pertinent information about the photo
- **Move** – Click the arrows up or down to change the order of the questions
- **Copy Link** – Will copy the URL of this photo to use to make hyperlinks in other areas
- **Copy** – Will allow you to copy and make changes, if necessary, and put it in another album
- **New Item** – Will allow you add another photo to the album
- **Unpublish** – Will put the photo in a draft status on the Admin side and not display on the public side
- **Delete** – Will delete your photo off the public side and Admin side